Office Location: 19 Industrial Way
Seekonk, Ma 02771

Local Phone: 508-336-7801
Toll Free: 888-336-7801
Steve - cell: 401-339-7479
Nancy - cell 508-951-7196
Fax: 508-336-7838

Business Hours: 8 a.m. – 5 p.m. Mon. - Fri.

General Manager: Stephen V. Mega
Office Manager: Nancy A. Borden
WELCOME TO OUR COMPANY

WE HOPE THAT THE ASSOCIATION IS BOTH REWARDING AND MUTUALLY BENEFICIAL. THIS MANUAL IS DESIGNED AS AN INFORMATION GUIDE ONLY. IT IS NOT TO BE CONSIDERED A CONTRACT OF EMPLOYMENT.

1. All employees work on a part-time, as-needed basis. This is due to the fact that Mega Solutions of Massachusetts, LLC. is a registered temporary help company in Massachusetts. Although we will do our best to keep you working everyday, circumstances may not allow it. Work assignments are dependent upon our customers’ needs. If there is not a heavy demand for our services, you may not be scheduled for work. However, we do have some long-term and temp-to-perm assignments that could be offered to you depending on the specific needs of the customer.

2. To get your local work assignments, you must stay in touch with this office on a daily basis. Dispatch times are outlined in our local work procedures. If a customer informs you of your next day’s work assignment, please call us to let us know that you have been properly notified. If you are not going to be available for work, please notify us before noon of the previous day.

3. When assigned to any local job, please be sure to ask the customer what paperwork must be done. You must follow the rules and regulations that apply to others that work at our client’s location. If required, you must complete a log sheet for each day worked and present it to the company to which you are assigned. Do not turn them in to us. Follow all instructions of the customers to which you are assigned, such as check in calls, etc.… If the required paperwork for a particular customer is not filled out properly there may be a delay in receiving your pay for that particular day’s work. ADDITIONALLY, ALWAYS USE OUR TIME CARDS!

4. You will be paid on Friday for work performed the previous week.

5. Pay rates may vary depending on placement. Be sure you are aware of the pay rates in effect for the particular account being serviced. Current base pay standards are listed in the applicant information packet. For more information, refer to the section, “Payroll Procedures and Information”.

3
VACATION / HOLIDAY PAY

The following benefits apply only to those employees who are subject to our daily direction and control (i.e.: in our driver pool) and who maintain full time employment status (30 hours or more per week for no less than 90 days).

Persons assigned to payroll accounts (co-employed) do not accrue vacation/holiday or other paid time off; they are subject to the policies of the client to which they are assigned. Persons who transfer between our driver pool and any payroll account receive a pro-rated amount of paid time off reflective of the time under our daily direction and control. For example, 4 months at a payroll account then a transfer to our driver pool for the rest of the year results in 2/3 (8 months out of 12) of the following annualized benefits.

This company reserves the right to enhance, but not take away from, the preceding standards.

HOLIDAY PAY:

In order to receive a paid holiday, you must work full time for 3 months prior to the holiday.

You are required to be working or be available for work on the days immediately prior to and after the holiday.

Holiday Pay for Class A Drivers is 8 hrs. @ $17/hr.

Holiday Pay for Class B Drivers is 8 hrs @ $15/hr.

Holiday Pay for other MSM employees will be directly relative to your current assignment.
The following holidays are recognized:

- New Year’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

VACATION PAY

In order to receive 1 week (40 hours) paid vacation, you must work for the company for 1 year and put in 2000 hours of service.

Vacation Pay is then increased to 2 weeks after 3 years employment.

2 weeks is the maximum paid vacation time for any employee (there are a few “grand-fathered” employees).

Year(s) of service are calculated from your hire date.

Vacation pay rates will be based on your average pay rate over the past year.
PERSONAL / SICK TIME

After 3 months full time employment, you are eligible for 3 paid days per employment year to be used for either personal or sick time.

No more than 2 personal/sick days are granted per quarter.

Personal/Sick Time pay for Class A Drivers is 8hrs @$17/hr.

Personal/Sick Time pay for Class B Drivers is 8hrs @$15/hr.
PAYROLL PROCEDURES & INFORMATION

1. Paydays are Fridays. We release paychecks after 8:00 A.M. on Fridays. The date on your check will be Friday’s date. Direct Deposit services are available.

2. If there is an error in your pay, we will correct it as soon as possible. Preferably we will make the correction in the following week’s paycheck.

3. Payroll advances are not allowed, please do not ask us for one.

4. **IF YOU HAVE ANY QUESTIONS REGARDING YOUR PAYCHECK, WHETHER IT IS A DEDUCTION YOU DON’T UNDERSTAND OR A DISCREPANCY IN HOURS OR MILES REPORTED, PLEASE CONTACT US AS SOON AS POSSIBLE.**

5. **TIME CARDS MUST BE COMPLETED AS FOLLOWS:**
   
   A) Use a separate time card for each account during the week.
   
   B) All sections are to be completed & signatures obtain.
   
   C) Originals (top/white copy) must be turned in for payroll by the end of each week, no later than the following Monday at 5:00 p.m.
   
   D) Failure to turn in a signed time card may cause delays in processing your pay.

6. Pay rates vary by assignment. Mega Solutions of Massachusetts, LLC sets base pay rates annually. **ALWAYS CONFIRM PAY RATES FOR THE ACCOUNT TO WHICH YOU ARE ASSIGNED.**
PAY & COMPENSATION GUIDELINES

1. Hourly Pay will be designated as Regular and Overtime.

2. Mileage pay is split between taxable and non-taxable (@ 6 cents per) for over the road assignments.

3. Special pay may be labeled as specified by the customer (ex: route pay).

4. Items in the deduction area that SUBTRACT from your pay.
   A. E- Any money given to you (see EXP)
   B. DED/COM - Money due to our company due to loans or payroll corrections (or com checks you have taken)
   C. GARNISH - Any court ordered wage assignment/garnishment
   D. H - Health Insurance, Pre-Tax
   E. MATDI – Short Term Disability (Boston Mutual)

5. Items in the deduction area that ADD to your pay are shown with a minus sign before the amount.
   A. EXP – Any truck expense reimbursed to you.

6. TAX COLUMN
   A. SOC SEC - Social Security
   B. MEDICARE - Also a portion of Social Security
   C. FEDERAL - Federal Withholding
   D. DBL or TDI - State Disability
   E. STATE - State Income Tax

7. Please remember that a signed time card or other record of work must be received or there may be a delay in the payroll process.

PAY RATES: Mega Solutions of MA, Accounts:

Pay rates vary per hour by assignment while some are paid on a mileage or flat-rate basis. In accordance with FHWA regulations concerning interstate transportation, there are some accounts that do not pay overtime if you exceed 40 hours per week. If you are not aware of the pay rates, ASK!
MISCELLANEOUS RULES

1. When assigned to work at any of our customer locations, please do not approach them for a job. They are bound by contract not to offer you employment. This office must coordinate permanent placements.

2. If you consistently refuse work, we will be forced to remove your name from our active files and you will be considered to have voluntarily quit.

3. Please be both kind and courteous to our customers. We ask that you appear clean and well kept. Remember a first impression is a lasting impression. Act like a professional and you will be treated like one.

4. We ask that you dress for the situation and the weather. Clothing NOT allowed: sneakers (please wear suitable footwear for your own SAFETY), cut-offs, hats or pins that display vulgarities or questionable pictures or statements.

5. Please be on time at your scheduled work assignment. Our customers depend on our service. We depend on our customers for continued business. If for some reason you cannot meet your obligation, please notify us, or the customer, as soon as possible. A “No Show, No Call” for a work assignment may be considered a voluntary quit.

6. Always present a professional image when working. Report to work dressed neatly. Have a good understanding of the job you are assigned and ask any questions that are necessary.

7. UNAUTHORIZED PASSENGERS IN A CUSTOMER VEHICLE IS GROUNDS FOR IMMEDIATE TERMINATION.

8. As an additional service to our customers, we strive to adhere to Federal Safety Regulations as much as possible. In that regard, we ask that all driver personnel monitor their own hours of service and notify us (or the customer where they are assigned) of any potential violations.

9. Any and all accidents or injuries must be reported to us immediately. Failure to do so may result in delays in claim processing and may invoke disciplinary procedures. Please be advised that in all cases reports must be completed. In some instances, we will conduct post-accident drug/alcohol screening as required by Federal Safety Regulations.

10. You must notify us immediately if you receive a moving citation or lose your operating privileges for any reason.

11. This company does not condone, tolerate or permit discrimination or harassment of any kind. Employees charged with either offense shall be the subjects of an investigation procedure. If you perceive yourself to be the recipient of either offense, please report the incident to our management staff as soon as practical. Your confidentiality and personal rights shall be respected throughout any investigation.
DRIVER INSTRUCTIONS

LOCAL WORK PROCEDURES

Drivers assigned to local work shall be considered as being available Monday through Friday unless we are notified otherwise. Failure to contact us for available work assignments (dispatch) will be considered a refusal of work and acknowledgement of a voluntary quit situation.

REPORTING TO DISPATCH:

24 Hour prior notice of non-availability

8:00 a.m. – 9:00 a.m. – Check in if available for the day
3:00 p.m. – 4:30 p.m. – Check in for work assignment for the following day

DISCIPLINARY PROCEDURES

We strive to promote an excellent reputation with both our customers and employees. This involves the need to enforce strict standards within this operation. Although disciplinary procedures apply to every employee, we hope you avoid involvement in any problems.

ACCIDENTS:

Chargeable accidents occurring within 90 days of employment may result in suspension (depending on severity) until investigation of the accident is complete, then appropriate action will be taken. Certain accidents require mandatory testing for controlled substances and alcohol within certain time limits in accordance with D.O.T. regulations.
REASONS FOR IMMEDIATE TERMINATION:

1. Insubordination to customers or office employees
2. Accidents that involve driver negligence (ex: overhead damages)
3. Falsification of application
4. Failure to report an accident
5. No show/no call for assigned work.
6. Matters unforeseen at this time that, based on their severity, are just grounds for dismissal.

REASONS FOR DISCIPLINARY ACTION:

1. Late arrival at work assignments without calling at least 1 hour before scheduled start time.
2. Repeated refusals of work assignments.
3. Failure to promote a positive image of our company
4. Accidents (see above)
5. Proven instances of harassment or discrimination.
6. Willful violations of Department of Transportation Rules and Regulations.
7. Matters unforeseen at this time that, based on their severity, are just grounds for invoking disciplinary procedures.

REASONS FOR SUSPENSION:

1. During accident investigations
2. As deemed prudent by management as a result of any disciplinary procedure.
3. When a driver is disqualified according to D.O.T. safety regulations or when required by D.O.T. safety regulations.
4. As a result of a specific disciplinary procedure.

DISCIPLINARY PROCEDURE:

1. Verbal Warning – documented in file
2. Written Warning – documented in file (may include suspension)
3. Termination – NOTE: Termination may be immediate depending on severity of infraction or due to specific circumstances unforeseen at this time.
**JOB DESCRIPTION – CDL “A” AND “B” DRIVERS**

All persons employed as a CDL “A” or “B” truck driver shall do so in full accordance with the following:

- Must be able to safely operate a commercial motor vehicle in accordance with all local, state, federal and D.O.T. regulations.
- CDL “A” drivers may operate either Class A or Class B vehicles.
- CDL “B” drivers may operate only Class B vehicles.
- Must be able to safely enter and exit the vehicle using hand grasps and ladders.
- Must be able to load and secure freight for shipment, or unload freight as needed with or without reasonable accommodation depending on personal limitations.
- There are no set shift times; these vary depending on the daily workload designated for the truck for the day. The driver is responsible to see that all assigned stops are completed.

**BENEFITS:**

Outlined in the applicant information packet.

**JOB DURATION:**

Assignments vary due to factors beyond our control or our clients’ control due to the nature transportation and distribution. You will be informed on a daily basis regarding duration of any specific assignment.

**HAZARDOUS MATERIALS:**

Only those persons who possess the required license endorsements may drive loads that contain hazardous materials. Proper training concerning these loads is inclusive of the license endorsement.
TRANSFER:

You may transfer between available work assignments on an as-needed and as-available basis. This office must coordinate all transfers. Transfers may be limited due to specific license endorsements and prior experience (ex: tanker or flat-bed positions).

SAFETY GUIDELINES
(See Full Safety Manual for All Safety Policies)

1 IF THERE ARE ANY APPARENT DANGERS AT THE LOCATION IN WHICH YOU’RE WORKING, OR IF YOU EVER FEEL GENERALLY UNSAFE DURING A SITUATION, IMMEDIATELY STEP AWAY FROM THE JOB AT HAND AND CONTACT ANY MEMBER OF MSMA AT 508-336-7801.

2 Use caution whenever you are entering or leaving the cab of your truck. Use the foot rails and handgrips to insure that you do not slip. In bad weather, take extra time to enter and exit your truck. If you must enter or exit your trailer from the ground, get assistance if possible. If no one is near, use the ICC bar (bumper) to climb into and out of the trailer. Always be sure to use the “two-point mount and dismount” method. This refers to always having two points of contact and support between yourself and the vehicle. This two-point method refers to using either two feet or one hand and one foot at the same time. If you are at a dock, be sure to step on the dock plate as to not fall between the truck and the dock.

3 Be careful when loading or unloading your cargo. We do not expect you to lift any weight that is considered too heavy for your limitations. If you are ever in a situation where you need assistance, request it from the shipper/receiver. If no help is available call your dispatcher and explain the situation before it becomes a problem.

4 Use proper clothing at all times on the job. Canvas sneakers are not permitted. Cut-offs are not permitted. Caps or T-shirts with obscene pictures or words are not permitted. We recommend proper work shoes or boots, full-length slacks, and presentable shirts and caps. Additionally, you are required to adhere to the safety regulations of any worksite wherever you happen to be (ex: eye or ear protection).

5 Please note that all accidents, injuries and safety violations will be investigated by this company should they occur. If the investigation uncovers any contributory negligence, disciplinary actions up to and including termination will be implemented if necessary. Be a professional and do your job safely.

6 Always use your legs when lifting, not your back (refer to #2 above). Never twist at the waist when carrying a load. It is also recommended that you lightly stretch and do some type of warm-up exercise (ex: deep-knee bends) before performing lifting or other similar work.
Please be advised that Mega Solutions of Massachusetts, LLC is always ready and willing to assist you in following safe work practices. Feel free to call or walk in if you have a problem concerning safety.

PLEASE SIGN BELOW TO INDICATE RECEIPT OF THE MEGA SOLUTIONS of MA POLICY MANUAL

EMPLOYEE NAME: _____________________________________________

Print

Sign

DATE: _____________________________________________